

Health and Safety Policy

1.0 Statement of Intent

- 1.1 The aim of the Governing Body is to provide a safe and healthy working and learning environment for staff, children and visitors.
- 1.2 The Governing Body accepts that it has a responsibility to take all reasonably practicable steps to secure the health of children, staff and others using the school premises or participating in school-sponsored activities.
- 1.3 It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its children.
- 1.4 The Governing Body will take all reasonable steps to identify hazards and reduce them to a minimum. All staff and children must appreciate, however, that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.
- 1.5 A Health and Safety Inspection will be undertaken twice a year, normally in the autumn and summer terms. A Report will be compiled, indicating priority of remedial action and who is responsible for ensuring action is taken. The report will be considered by the Finance and Premises committee, who will prioritise actions, based on risk and budgeting implications, and be kept on file. Actions will be monitored through to completion at monthly Finance and Premises meetings.

2.0 The duties of the Governing Body

- 2.1 In the discharge of its duty the Governing body, in consultation with the Head Teacher, will:
 - (i) make itself familiar with the Local Education Authority's Health, Safety and Welfare Policy (particularly Section4.10 – Responsibilities of the Governing Body), the Local Management of Schools scheme and the advice and guidance provided by the LEA:
 - (ii) take account of that policy and scheme within budget and other policy considerations;
 - (iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
 - (iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;

(v) establish an effective health and safety management structure within the school and monitor and evaluate the Head Teacher's performance on Health and Safety matters;

(vi) bring to the attention of the Assistant Director, any health and safety concern outside of their control or any health and safety responsibility they are not able to meet.

2.2 So far as is reasonably practicable the Governing Body, through the Head Teacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed term contracts, to receive comprehensive information on:

(i) this policy;

(ii) all other relevant health and safety matters;

(iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves at risk.

3. A governor will be appointed as Health and Safety Governor and will be part of the Inspection Team with the Head Teacher, Caretaker and a representative member of staff. The team will inspect the school site twice yearly (see section 3.0 viii).

3.0 The duties of the Head Teacher

3.1 As well as the duties which all members of staff have (see 5.0), the Head Teacher has the general and specific responsibilities as set out in Section 4.11 of the LEA's policy statement on health, safety and welfare. These are:

(i) To manage the school's staff, site and activities so that the health, safety and welfare of all those involved is secured;

(ii) To comply with LEA policy and duties under the Local Management of Schools Scheme;

(iii) To bring any health and safety concern outside of own control or any health and safety responsibility that is unable to be met, to the attention of the Governing Body and the Assistant Director (Resources and Improvement).

And specifically -

(iv) To assess and record all significant risks to staff, children, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;

(v) To develop and distribute school-specific policies on local health and safety issues;

(vi) To monitor and secure compliance with the school's policy and the control measures identified through risk assessments;

(vii) To ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with LEA and school health and safety procedures;

(viii) To inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate with the level of danger – this to be done twice yearly;

(ix) To arrange routine maintenance and servicing of equipment through LEA mechanism or other competent means;

(x) To consider Health and Safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site (see also 6.5 and 6.6);

(xi) To investigate all accidents, near misses and episodes of work-related ill-health;

(xii) To monitor and evaluate the health and safety performance of staff;

(xiii) To have and practise emergency and contingency plans;

(xiv) To provide the means for consultation with staff on health and safety matters;

(xv) To supply an annual health and safety performance report of standard indicators to the Assistant Director (Resources and Improvement).

3.2 The Head Teacher is required to take all necessary and appropriate action to ensure that the proper health and safety standards are maintained at all times.

4.0 The duties of Supervisory Staff

4.1 In addition to the general duties which all members of staff have (see 5.0), supervisory staff will be directly responsible to the Head Teacher or the member of staff nominated by the Head Teacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility. As such the supervisory staff accept the responsibilities set out in Section 4.12 of the LEA's policy statement on health, safety and welfare.

4.2 As part of their day-to-day responsibilities they will ensure that:

(i) safe methods of working exist and are implemented throughout their area of responsibility;

(ii) health and safety regulations, rules, procedures and codes of practice are being applied effectively;

(iii) staff, children and others under their jurisdiction are instructed in safe working practices;

(iv) new employees working within their area are given instruction in safe working practices;

(v) regular safety inspections are made of their area of responsibility as required by the Head Teacher or as necessary;

(vi) positive, corrective action is taken where necessary to ensure the health and safety of all staff, children and others;

(vii) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only, ie Caretakers' cupboard (locked during school hours), shed, boiler room and electricity cupboards (locked at all times, key available from office to bonafide persons);

(viii) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;

(ix) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised. Such substances will be kept in a locked shed or in the Caretaker's cupboard which will be kept locked during school hours. All hazardous substances will be subject to a risk assessment and appropriate precautions put into place;

(x) they monitor the standard of health and safety throughout the department in which they work and encourage staff, children and others to achieve the highest possible standards of health and safety;

(xi) all health and safety information is communicated to the relevant persons

(xii) they report any health and safety concerns to the Head Teacher.

5.0 The duties of all members of Staff

5.1 All staff are expected to familiarise themselves with the health and safety aspects of their work.

5.2 All staff have a responsibility to:

(i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;

(ii) follow agreed working practices and safety procedures, see annex;

(iii) report any accident, near miss, incidents of violent or verbal abuse or any hazard to the Head Teacher or her representative;

(iv) ensure health and safety equipment is not misused or interfered with.

6.0 Hirers, Contractors and others

6.1 Currently the Governors have decided that there will be lettings, the Head Teacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

6.2 When the premises are used for purposes not under the direction of the Head Teacher then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 3.2 of this document.

6.3 When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

6.4 When the premises are hired to persons outside the employ of the Governing Body it will be a condition of all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

(i) introduce equipment for use on the school premises;

(ii) alter fixed installations;

(iii) remove fire and safety notices or equipment;

(iv) take any action that may create hazards for persons using the premises or the staff or children of the school.

6.5 All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises. The Asbestos Register will be made available to contractors carrying out work to the fabric of the building. Prior to any work commencing, a pre-work meeting will be held to establish health and safety rules which are to be followed. Contractors will be asked to provide risk assessments and method statements (ie what they will be doing, how they will be doing it, equipment and materials to be used). This will help the Head Teacher understand the likely hazardous conditions referred to in 6.6 below.

- 6.6 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Head Teacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- 6.7 The Governing Body will draw the attention of all users of the school premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

7.0 Staff Consultative Arrangements

- 7.1 The Governing Body, through the Head Teacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

8.0 Emergency Plans

- 8.1 The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put the occupants or users of the school at risk. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

(i) save life

(ii) prevent injury

(iii) minimise loss.

This sequence will determine the priorities of the emergency plan.

- 8.2 The plan will be agreed by the Governing Body and be regularly rehearsed by staff and children. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the Governing Body.

9.0 Sources of Advice and Technical Assistance

Whenever required, the Governing Body, Head Teacher and other staff are to seek advice from the LEA, the Council's corporate occupational health and safety service or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

10.0 Review

- 10.1 The Governing Body and Head Teacher will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and children.

11.0 Specific Procedures and Further Guidance

11.1 The Governing Body and the Head Teacher will ensure that written procedures and risk assessments are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations. These procedures will give instructions as to how staff should carry out their duties or activities and will clearly state who is to be responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures. The current list of procedures and risk assessments developed to date are included as an annex to this policy. Further risk assessments and procedures will be developed as required. Risk assessments can be found in the Risk Assessments file or Visits file.

11.2 The written procedures available currently within the school include the following:

Administration of medicines – see policy

First Aid – see policy and also see Accident policy

Fire and other emergency evacuations – see Emergency Plan and Fire Procedures

Organising outdoor education activities – see Supervision of Groups and Organising Outdoor Education Activities

Unexpected loss of utilities – see Emergency Plan

Site Security – see Security Policy

Reporting of accidents, incidents, hazards and near misses – see Accident Policy

Use of dangerous tools, equipment, machinery – see DT Policy and risk assessment. Use of or exposure to any hazardous substances and materials – see safe system for disposal and note 4.2.(ix)above

Maintenance of dangerous plant and equipment and electrical systems – See 4.2.(vii) above.

Access to any height liable to cause injury – see risk assessment Working at Height Working Alone – see guidelines

Use of Contractors – the school will follow LEA guidance, including that for School Managed projects

Out of hours use of buildings and facilities – see security policy, and section 6 but not applicable as no lettings currently

Vehicular movements on site – see risk assessment on Traffic Management

High risk activities associated with the curriculum or school sponsored events – see risk assessments for PE, Walking to, taking part in Events including Sports events, Swimming Supervision Policy, PE Policy, Extra Curricular Activities Policy, Safe Restraint methods, Risk assessments for individual children.

11.3 Further advice and guidance is available by referring to the Health and Safety Manual for Schools provided by the LEA and held by the Head Teacher. This school adopts all of the guidance within the Manual as applicable within the school and to all staff.

12.0 Local Rules

- 12.1 Use of personal electrical equipment will be allowed provided the equipment is PAT tested or new. This can be done at no cost to staff during the annual testing in school. Please see the Head Teacher for further clarification.
- 12.2 Personal use of school equipment. School equipment may be borrowed, provided the appropriate loan book is completed. Equipment must be returned in good condition. Any damage or problems must be reported to the Head Teacher so that faults may be rectified and responsibility attributed. Some teachers have been allocated school owned laptop computers. These are insured under our All Risks Insurance. However please note the cover relating to theft from vehicles is subject to the following conditions:
the items must be concealed in a locked vehicle, either in the boot or elsewhere out of sight.
Theft will be excluded when the vehicle is parked overnight between the hours of 8pm and 6am unless it is in a locked garage.
- 12.3 Personal food preparation facilities. The school provides a microwave, a toaster, hot water boiler, kettle, 2 fridges and 2 cookers which staff may use to prepare their own food. These are tested as appropriate. In the case of the cookers which are not situated in the staff room, staff must remain by the cooker when in operation to ensure that no child tampers with the controls or is harmed by touching hot surfaces. (See also risk assessment for cooking). Individuals are responsible for cleaning all equipment, crockery and cutlery as it is used and to return to its storage area after use. Fridges should be emptied and cleaned termly. Any damage or malfunction must be reported to the Head Teacher immediately.
- 12.4 Parking in the school grounds, during the school day, is restricted to staff only. Currently there are no designated parking places. Staff must park within marked spaces or close to the kerb, with due consideration for others and must leave access for emergency vehicles at all times. Parking on the school playground is only permitted out of school hours.
- 12.5 Staff using private vehicles for work purposes must inform their Insurer to ensure cover. There may be an increased cost in annual premium. If carrying passengers, including children, vehicles must be roadworthy, have appropriate MOT and current tax certificate. Staff must hold a UK driving license - confirmation of the above to be by verbal request. Staff must ensure passengers use seat belts.

Parents using cars to transport children, other than their own, to, eg sports events must hold fully comprehensive insurance, vehicles must be roadworthy, have appropriate MOT and current tax certificate. They must hold a UK driving license. They must ensure passengers use seat belts. Parental consent must be gained in these cases. The staff member organising the transport for the event is responsible for ensuring the above.

This policy is aligned with the principles set out in the school's Child Protection policy and should not contradict these principles.

There will be an annual review of this policy by the Finance, Premises and Resources committee.

The Governing Body of Longleaze School adopted this policy

Signed Head Teacher ~ Clare Pickard Date:

Signed Chair of Governors ~ Mark Levitt Date:

Signed Chair of Finance ~ Natalie Onslow Date: